



DEFENSE LOGISTICS AGENCY
DEFENSE CONTRACT MANAGEMENT COMMAND
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 22060-6221



IN REPLY
REFER TO

AQOJ

JUN 10 1997

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS
COMMANDERS, DCMC CONTRACT ADMINISTRATION
OFFICES**

**SUBJECT: DCMC Memorandum No. 97-013 Organizational Professionalism
(INFORMATION)**

This is an INFORMATION memorandum. Target audience: All DCMC Employees.

During the past year, I have received numerous compliments from senior leaders of the DoD regarding our services and products. Quality products and services don't just happen. They are the result of a dedicated workforce with the knowledge, skills and abilities to provide them. The pride I have in the professional competence of each DCMC employee grows daily.

As an organization, we are doing our best to provide you with the knowledge and skills you need to do your job. However, this year presented us with some tough decisions regarding what we could fund for training and development. In addition to our own budget reductions, we have been affected by cuts imposed upon the Defense Acquisition University. These cuts affected our ability to utilize training quotas and meet our DAWIA certification goals. Obviously, we need to find new ways to support your training and development needs in order to maintain the high level of service our customers have come to expect.

To this end, we have been pursuing several organizational strategies to ensure that we maintain and enhance knowledge, skills and abilities within the DCMC workforce. I have challenged our Workforce Strategy Team to find more efficient and effective ways to meet our training and development needs. We are also moving towards implementation of Senior Functional Advisors as a network of functional expertise throughout the Command. However, these steps are not a total solution.

Maintaining professional skills takes a personal dedication from each of us. As a career officer, I have participated in (and benefited from) professional organizations. This interaction with other professionals has helped me stay current in my field and provided me with a forum to discuss issues with my contemporaries. However, participation in professional organizations is something everyone must decide for themselves. I recognize that the Government is prohibited, by law, from paying for individual memberships for employees to join professional organizations.



No one can require participation, or even endorse any particular organization. But I would like to encourage participation, and to point out some of the benefits which membership may provide to you.

As I mentioned above, there is the networking and currency benefit. DoD award nominations, as well as applications for mid- and executive-level leadership programs, ask whether the applicant is a member in a professional organization. Actually, one rarely sees the resume of a senior civilian in Government or industry that does not mention a professional organization. Serving as a speaker at meetings provides opportunities to hone speaking skills--critical for any leadership position. Serving as an officer provides leadership opportunities and ways to show leadership/management experience when applying for management positions. Membership and/or participation in a professional organization is generally viewed as a sign of someone who is committed to their profession and their own professional growth.

DCMC Commanders and managers have a special responsibility both in providing the tools to facilitate growth and serving as role models, particularly in the area of professional development. I encourage you to lead by example: use the forum provided by professional association meetings to speak on current DCMC initiatives and host workshops, brown bag lunches or other sessions with professional organizations on important issues like Single Process Initiative, Earned Value, Acquisition Pollution Prevention, and other current topics. Get involved: sponsor lunch time or after hours study programs for people preparing to take a professional organization certification exam.

If you are already involved in professional organizations, I commend your initiative and dedication to your own professional growth. If you are not yet involved, I hope you will give it some serious thought. I understand that this requires some sacrifice on your part, but I believe the benefits are evident. I have attached a list of professional organizations with some general information on each one. This is not intended to be all-inclusive or an endorsement of any specific organization--it is a starting point as you begin your journey of professional development.



ROBERT W. DREWES
Major General, USAF
Commander

Attachment

ACCOUNTING and AUDITING Related

American Accounting Association (AAA) www.rutgers.edu/Accounting/raw/aaa/associat.htm

Contact: 5717 Bessie Dr., Sarasota, FL 34233

813/921-7747

fax: 813/923-4093

Overview: Promotes excellence in accounting education, research and practice. Offers continuing education workshops and seminars.

Membership Requirements:

www.rutgers.edu/Accounting/raw/sources/virginia/other/memb.htm

- Annual fee = \$85

American Institute of Certified Public Accountants (AICPA) www.aicpa.org

Contact: Harborside Financial Center, 201 Plaza Three, Jersey City, NJ 07311-3881

201/938-3000

fax: 201/938-3329

Overview: Mission to provide members with the resources, information and leadership that enable them to provide valuable services in the highest professional manner. More than 330,000 members.

Membership Requirements: www.aicpa.org/about/qualif.htm

- Section Associate: \$90-\$95
- AICPA Associate: \$90-\$120
- AICPA Member: \$120-\$270

Membership Application: www.aicpa.org/about/membrapp.htm

****Institute of Management Accountants** www.bus.orst.edu/cob/acctng/prof_org/ima/ima.htm

Contact: 10 Paragon Dr., Montvale, NJ 07645-1759

800/638-4427 #2

Overview: Actively promotes management accounting views on critical financial issues. Over 320 chapters and 85,000 members.

Professional Certification:

- Certified Management Accounting

**** Denotes Professional Certification Available**

COMMUNICATIONS-COMPUTER Related

Armed Forces Communications and Electronics Association (AFCEA) www.afcea.org

Contact: 4400 Fair Lakes Court, Fairfax, VA 22033-3389
800/336-4583
703/631-6100
fax: 703/631-6160

Overview: Represents the professional communications, electronics, intelligence, and information systems community. 27,000 individual members and 12,000 corporate associates from government, military and industry. Worldwide chapter network. Professional Development Center, Career Planning Center, scholarship and awards program, senior service fellowship program.

Membership Requirements:

- 1 year = \$25
- 3 years = \$60
- Lifetime = \$350

Membership Application: www.afcea.org/forms/indform.html

CONTRACTING Related

****National Association of Purchasing Management (NAPM)** www.napm.org

Contact: P.O. Box 22160, Tempe, AZ 85285-2160
800/888-6276
e-mail: klittle@napm.org

Overview: Mission to provide national and international leadership in purchasing and materials management, particularly in the areas of education, research and standards of excellence. Over 40,000 member worldwide.

Professional Certification:

- Certified Purchasing Manager (C.P.M.)

Membership Requirements:

- All members of NAPM must also be members of an affiliated association.
- For purchasing/supply management professionals working in the government sector, the associate is **The National Purchasing Institute (NPI)**
- NPI dues: first year = \$170
- For dual membership in NAPM, dues are an additional \$40

Membership Application: 206.54.248.207/member/appinfo.html

****National Contract Management Association (NCMA)** www.ncmahq.org

Contact: 1912 Woodford Rd., Vienna, VA 22182
800/344-8096, 703/448-9231
fax: 703/448-0939
e-mail: ncma@us.net

Overview: Dedicated to the professional growth and educational advancement of its members and other contract managers everywhere. Devoted to research and study, to education and training, and to a certification program that reflects the highest standards of professional achievement. Vision is to be the preeminent source of professional development for contract managers everywhere; to sustain and grow its membership through organizational vitality and professional outreach; and to strive toward ensuring the continuous practicality, timeliness, and integrity of its services.

Professional Certification. www.ncmahq.org/certify.html Offers 2 certification programs and a program in simplified acquisition.

- Certified Professional Contracts Manager (CPCM)
- Certified Associate Contracts Manager (CACM)
- Simplified Acquisition Specialist (SAM)

Membership Requirements:

- new member 1/year = \$92 total (includes \$20 initiation fee); 1 year if joining at national conference = \$72; 3 years = \$211

Membership Application: www.ncmahq.org/apply.html

National Property Management Association (NPMA) www.npma.org

Contact: 380 Main St., Suite 290, Dunedin, FL 34698
813/736-3788

fax: 813/736-6707

e-mail: npma@gate.net

Overview: Dedicated to enhancing the professionalism and education of those who maintain property in all its forms, in government, business and institutional environments. Accomplishes its mission through education, training and by promoting standards of competency and ethical behavior.

ENGINEERING and SCIENCE Related

****American Academy of Environmental Engineers (AAEE) www.enviro-engrs.org**

Contact: 130 Holiday Court, Suite 100, Annapolis, MD 21041
410/266-3311
fax: 410/266-7653
e-mail: aaee@ea.net

Overview: Dedicated to improving the practice, elevating the standards and advancing the cause of environmental engineering.

Professional Certification:

- Diplomat Environment Engineer

Membership Requirements:

- Annual fee = \$35 for Intern Environmental Engineer
- Annual fee = \$50 for Associate Environmental Engineer

American Institute of Aeronautics and Astronautics (AIAA) custserv@aiaa.org

Contact: 370 L'Enfant promenade, SW, Washington, DC 20024-2518
202/646-7400
800/NEW-AIAA
fax: 202/646-7508

Overview: Provides information on the aerospace profession, its technologies and policy issues. Offers periodicals, conferences and courses, publications, technical information service and local activities.

Membership Application: Available through toll-free number listed above.

American Institute of Chemical Engineers (AIChE) www.aiche.org

Contact: 345 East 47 St., New York, NY 10017-2395
212/705-7342
fax: 212/752-3294
e-mail: isg@aiiche.org

Overview: Mission to promote excellence in the development and practice of chemical engineering.

Professional Certification:

- Student
- Affiliate
- Associate
- Member
- Fellow

Membership Application: 800/242-4363 or fax: 212/705-8400

American Society of Mechanical Engineers (ASME) www.asme.org

Contact: 345 East 47th St., New York, NY 10017
212/705-7740
fax: 212/705-7143

Overview: Mission to promote and enhance the technical competency and professional well-being of members, and through quality programs and activities in mechanical engineering, better enable practitioners to contribute to the well-being of humankind. 125,000 members.

Membership Requirements:

- Honorary Member
- Fellow
- Member
- Associate Member
- Executive Affiliate
- Affiliate
- Student Member

Membership Application: www.asme.org/member/app.html

Institute of Electrical and Electronic Engineer (IEEE) www.ieee.org

Contact: 212/705-7900

Overview: Objectives focus on advancing the theory and practice of electrical, electronics and computer engineering and computer science. Over 320,000 members in 147 countries.

Membership Application: www.ieee.org/join.html

Institute of Industrial Engineer (IIE) www.iienet.org

Contact: 25 Technology Park, Atlanta Norcross, GA 30092
770/449-0461
fax: 770/263-8532

Overview: Dedicated to serving the professional needs of industrial engineers and all individuals involved with improving quality and productivity. 24,000 members in more than 80 countries.

Membership Requirements:

- Senior Member = \$95 annually
- Student Member = \$20 annually

Membership Application: www.iienet.org/forms/memapp.htm

International Council on Systems Engineering (INCOSE) www.incose.org

Contact: 2033 Sixth Avenue, #804, Seattle, WA 98121
206/441/1164
Toll Free: 800/366-1164
fax: 206/441/8262
email: incose@halcyon.com

Overview: An international organization formed to develop, nurture and enhance the interdisciplinary approach and means to enable the realization of successful systems. INCOSE works with industry, academia, and government to provide a focal point for dissemination of systems engineering knowledge, promote collaboration in education and research, assure the establishment of professional standards for integrity in the practice of systems engineering, and encourage governmental and industrial support for research and educational

programs that will improve the systems engineering process and its practice. Over 2700 systems engineering professionals are a part of the organization.

Membership Requirements:

- Annual Fee \$60 per year (rate schedule varies according to time of year)
- Student discounted fees available

Membership Application: email or toll free number above

National Society of Professional Engineers (NSPE) www.nspe.org

Contact: 1420 King St., Alexandria, VA 22314-2794
703/684-2800
fax: 703/836-4875

Overview: Strengths the engineering profession by promoting engineering licensure and ethics, advocating and protecting PE's legal rights at the national and state levels. 63,000 members, 54 state and territorial societies, more than 500 chapters.

Membership Requirements:

- Introductory dues = \$156 (lower for recent graduates)

Membership Application: 703/684-6811 or e-mail: customer.service@nspe.org

****Society of Manufacturing Engineers (SME) www.sme.org**

Contact: P.O. Box 930, Dearborn, MI 48121-0930
800/733-4763
313/271-1500

Overview: Dedicated to serving its members and the manufacturing community through the advancement of professionalism, knowledge, and learning. More than 70,000 members in 70 countries. Sponsors some 300 chapters, districts and regions, as well as 240 student chapters worldwide.

Professional Certification: www.sme.org/memb/certification.html

- Certified Manufacturing technologist (CMfgT)
- Certified Manufacturing Engineer (CmfgE)
- Certified Enterprise Integrator (CEI)

Membership Requirements:

- First year dues = \$60, plus one time \$15 initiation fee (total = \$75). \$12 for each association. These include:
 - Computer & Automated Systems Association of SME
 - Composites Manufacturing Association of SME
 - Association for Electronics Manufacturing of SME
 - Association of Finishing Processes of SME
 - Machine Vision Association of SME
 - Machining Technology Association of SME
 - North American Manufacturing Research Institution of SME
 - Forming Technologies Association of SME
 - Plastics Molders & Manufacturers Association of SME
 - Rapid Prototyping Association of SME
 - Robotics International of SME

Membership Application: www.globalmfg.com/cgi-bin/membform.pl

Society of Petroleum Engineers (SPE) www.spe.org

Contact: P.O. Box 833836, Richardson, TX 75083-3836

Overview: Mission to provide the means to collect, disseminate and exchange technical information concerning the development of oil, and gas resources, subsurface fluid flow, and production of other materials through wellbores.

Membership Requirements: www.spe.org/member/memberap.pdf

- \$20 one-time entrance fee
- \$55 annual dues

LOGISTICS and MATERIALS MANAGEMENT Related

****American Production & Inventory Control Society (APICS)** www.industry.net/c/orindex/apics

Contact: 500 West Annandale Rd., Falls Church, VA 22046-4274
800/444-2742
703/237-8344
fax: 703/237-1071

Overview: Offers a full range of programs and materials on the latest business management concepts and techniques. Mission to be the premier provider and global leader in individual and organizational education, standards of excellence, and information in integrated resource management. More than 70,000 members in over 270 chapters throughout North America.

Professional Certification: www.industry.net/c/orgunpro/apics/cer2top

- Certified in Production and Inventory Management (CPIM)
- Certified in Integrated Resource Management (CIRM)

Membership Application: www.industry.net/c/orgunpro/apics/join

****National Association of Purchasing Management (NAPM)** www.napm.org

Contact: P.O. Box 22160, Tempe, AZ 85285-2160
800/888-6276
e-mail: klittle@napm.org

Overview: Mission to provide national and international leadership in purchasing and materials management, particularly in the areas of education, research and standards of excellence. Over 40,000 member worldwide.

Professional Certification:

- Certified Purchasing Manager (C.P.M.)

Membership Requirements: 206.54.248.207/member/require.html

- All members of NAPM must also be members of an affiliated association.
- For purchasing/supply management professionals working in the government sector, the associate is **The National Purchasing Institute (NPI)**
- NPI dues: first year = \$170
- For dual membership in NAPM, dues are an additional \$80

Membership Application: 206.54.248.207/member/appinfo.html

****Society of Logistics Engineers (SOLE)** www.telebyte.com/sole/sole.html

Contact: 8100 Professional Place, Hyattsville, MD 20785
301/459-8446
fax: 800/695-7653 or 301/459-1522
e-mail: solehq@aol.com

Overview: Founded to engage in educational, scientific and literary endeavors to advance the art of Logistics technology and management. Over 145 chapters in 33 countries.

Professional Certification:

- Certified Professional Logistician

Membership Requirements:

- Initiation fee - \$10
- \$75 per year
- \$195 for 3 years

- Student and Young Logistician discounted fees available

Membership Application: www.telebyte.com/sole/app.html

PROGRAM and PROJECT MANAGEMENT Related

****Project Management Institute (PMI)** www.pmi.org

Contact: 130 South State Rd., Upper Darby, PA 19082
160/734-3330
fax: 610/734-3266
e-mail: pmieo@pmi.org

Overview: Establishes project management standards; provides seminars, educational programs and professional certification. Mission to serve the professional interests of its collective membership by advancing the state-of-the-art in the leadership and practice of managing projects and programs; fostering professionalism in the management of projects; advocating acceptance of project management as a profession and discipline. Nearly 25,000 members worldwide.

Professional Certification:

- Project Management Professional (PMP)

Membership Requirements:

- Annual dues = \$100

Membership Application: www.pmi.org/new_mem/new_mem.htm

Performance Management Association

Contact: 101 South Whiting St., Suite 201B, Alexandria, VA 22304
703/370-7885
fax: 703/370-1757

Overview: Provide focus and structure to the disciplines and the process of integrating project management with performance measurement.

Membership Requirements: Application form available thru office above. E-mail address is pmafirst@erols.com.

- Application fee = \$35
- Annual renewal fee = \$45

QUALITY Related

****American Society of Quality Control (ASQC)** www.asqc.org

Contact: P.O. Box 3005, Milwaukee, WI 53201-3005
800/248-1946
414/272-8575
fax: 414/272-1734

Overview: Dedicated to the ongoing, development, advancement, and promotion of quality concepts, principles and techniques. More than 13,000 individual and 1,000 organizational members.

Professional Certification: www.asqc.org/standcert/cert.html

- Quality Engineer
- Quality Auditor
- Reliability Engineer
- Quality Technician
- Mechanical Inspector
- Quality Manager
- Software Quality Engineer

Membership Requirements:

- Annual dues = \$72

Membership Application: www.asqc.org/about/join/membapp/cgi